

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0683***

**FLSA: Exempt**

**CLASSIFICATION TITLE: SUPERINTENDENT, SEWER  
CONSTRUCTION AND MAINTENANCE**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to coordinate and oversee the installation and maintenance of storm drains, concrete drainage structures, guardrails, sidewalks, ditches and other concrete structures.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Evaluates requirements for the completion of projects and daily functions, and accordingly configures the most efficient use of time, effort, materials, and equipment.

Obtains work orders from various other City departments, reviews work blue prints and sketches, prioritizes and plans work to meet defined objectives, and delegates construction projects and tasks to supervisors

Coordinates efforts with other City departments as necessary.

Monitors work in progress to ensure timely completion of projects, and notifies superior of problems or delays.

Inspects job sites for potentially unsafe conditions, and ensures that personnel perform duties in compliance with safety policies and procedures, including OSHA safety regulations.

Ensures that work sites are properly and safely set up with regard to affected utilities, traffic considerations, and storm water run-off laws and guidelines.

Assists with departmental administrative functions such as the procurement of supplies and materials, completion and submittal of accident reports, preparation of the annual budget by providing information and recommendations.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by three (3) to five (5) years previous experience and/or training that includes sewer construction and maintenance; and have computer operations experience to include experience using electronic email, word processing and spreadsheet software; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.